



PLANNING & DEVELOPMENT DEPARTMENT

2009 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING:

*** FAILURE TO NOTICE AND HOLD NEIGHBORHOOD MEETING BY DATE REQUIRED WILL AUTOMATICALLY MOVE YOUR PROJECT MINIMALLY TO THE NEXT AVAILABLE PLANNING COMMISSION MEETING DATE.**

SETTING UP

- Meeting must be held prior to the last day for Neighborhood Meeting date in Column 4 on back.
- Determine a place and time for your meeting.
 - Time: Start between 5:30-6:30
 - Days: Mon-Thurs only (never on scheduled Planning Commission nights)
 - Place: Close as possible to project location
- Prepare notice.
 - Contents:
 - Thorough description of proposed project. Include "From... To...", street address and/or Assessor Parcel Number and Ward Number
 - Date of meeting
 - Time of meeting
 - Place of meeting: Include room number/name and directions
 - Contact name and phone number for night of meeting for directions/questions (contact number must be available up to and during the time of the meeting)
 - Tentative date of Planning Commission meeting
- Fax notice to Planning and Development Department 702-474-7463. City staff will assess for suitability of time and location. Approval or corrections to notice will be faxed back within 2 working days. **DO NOT MAIL NOTICE UNTIL CITY APPROVED.**

MAILING

- Approved notices must be mailed to all property owners (as recorded with the Clark County Assessor's office) within one thousand feet (1000') of subject property AND to all city of Las Vegas registered Neighborhood Associations within one (1) mile of the subject property.
(A list of all property owners and neighborhood associations and labels for same may be obtained from the Planning and Development Department for a nominal charge. You may request by calling 229-6301 with a two (2) business day lead time.)
- Notices must be postmarked at least 10 days prior to the neighborhood meeting date.

2009 QUARTERLY GENERAL PLAN AMENDMENT MEETING REQUIREMENTS

APPLICANT'S STEPS TO TAKE FOR ANY NEIGHBORHOOD MEETING: (cont.)

MEETING

- Applicant and/or representative(s) are responsible to conduct the meeting, answer questions and open and close the facility. City staff will attend, but only to monitor.
- Applicant must ensure that someone is available to answer the phone number given at least one half (1/2) hour before and after the start time regardless of attendance.
- Applicant must remain on-site at least one half (1/2) hour after the start time regardless of attendance.

FILING

- Applicant must complete the Neighborhood Meeting Affidavit (attached) indicating time and date of meeting and attach the mailing list used along with a copy of the notice. This affidavit must be notarized.
- Affidavit with attached mailing list must be delivered to the Planning and Development Department seventy-two (72) hours prior to the Planning Commission meeting.

Ward Number	Pre-Application Submittal Date	Application Closing Date	Last day for Neighborhood Mailing	Last day for Neighborhood Meeting	Planning Commission Meeting Date	City Council Meeting Date
1, 2, 3	Oct 30, 2008	Nov 25, 2008	Dec 1, 2008	Dec 11, 2008	Jan 8, 2009	Feb 4, 2009
4, 5, 6	Nov 14, 2008	Dec 9, 2008	Dec 15, 2008	Dec 26, 2008	Jan 22, 2009	Feb 18, 2009
1, 2, 3	Jan 30, 2009	Feb 24, 2009	Mar 2, 2009	Mar 12, 2009	Apr 9, 2009	May 6, 2009
4, 5, 6	Feb 13, 2009	Mar 10, 2009	Mar 16, 2009	Mar 26, 2009	Apr 23, 2009	May 20, 2009
1, 2, 3	May 1, 2009	May 26, 2009	Jun 1, 2009	Jun 11, 2009	Jul 9, 2009	Aug 5, 2009
4, 5, 6	May 15, 2009	Jun 9, 2009	Jun 15, 2009	Jun 25, 2009	Jul 23, 2009	Aug 19, 2009
1, 2, 3	Jul 31, 2009	Aug 25, 2009	Aug 31, 2009	Sep 11, 2009	Oct 8, 2009	Nov 4, 2009
4, 5, 6	Aug 14, 2009	Sep 8, 2009	Sep 14, 2009	Sep 24, 2009	Oct 22, 2009	Nov 18, 2009
1, 2, 3	Nov 6, 2009	Dec 1, 2009	Dec 7, 2009	Dec 17, 2009	Jan 14, 2010	Feb 17, 2010
4, 5, 6	Nov 20, 2009	Dec 15, 2009	Dec 18, 2009	Dec 28, 2009	Jan 28, 2010	May 3, 2010

Applications MUST BE submitted by 2:00 P.M. on CLOSING DAYS
Applications WILL BE accepted until 4:00 P.M. on NON-CLOSING DAYS
Call (702) 229-6301 for additional information

SAMPLE NEIGHBORHOOD MEETING NOTICE

Date of meeting: Month/Day/Year

Time: Start time must be between 5:30-6:30 p.m.
(please do not list end time)

Location: Include address, room number, driving directions and/or map

Topic: General Plan Amendment (GPA-____ or relevant case number)
An application in the city of Las Vegas that is scheduled to be placed
on the _____, 2007 city of Las Vegas Planning
Commission Agenda.

This application (GPA-____ or relevant case number) is a request to
(information taken from application). Please include what current use
is and what proposed change will be. (Description of project to
include; street address and/or Assessor's Parcel Number and Ward
number)

With comments or questions, please contact: _____

Please provide contact name/number in case residents are unable to attend meeting
and have questions.

Contact name and number for night of meeting: _____
(Contact number must be available up to and during the time of the meeting)

AFFIDAVIT OF MAILING FOR NEIGHBORHOOD MEETING

I _____, an employee of _____, being first duly sworn, deposes and says that on the day of _____, a copy of the **Neighborhood meeting notification** for the date and time of _____ to be held at _____ located _____ miles from the proposed project for a request to: (add project description)

the attached of which is a true and correct copy, was mailed electronically and/or deposited in the United States Mail, Postage prepaid, First Class Mail, to each person and/or organization whose name appears on the list or addresses that appear on the map attached herein in.

SIGNATURE

State of Nevada)
)
County of Clark))

_____ being first duly sworn, deposes and says:

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2007.

NOTARY PUBLIC in and for said County and State

Attachments:
Notice
Mailing list



PLANNING & DEVELOPMENT DEPARTMENT

GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) the of real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. A legal description of the property(ies) involved must be submitted on a 3.5" floppy disk in Word 2000 or compatible format. A hard copy of the legal description must also be provided.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required. The letter shall list specific factors that explain why the proposal promotes public health, safety, and general welfare in accordance with LVMC 19.18.030.

FEES: \$1000 plus \$300 for notification and advertising costs.

NEIGHBORHOOD MEETING: A neighborhood meeting is required for this application.

Option 1: Postcard mailing is available through the Planning & Development Department for a \$300 fee. You must have the meeting location, time and contact person information (contact number must be available up to and during the time of the meeting) to the Planning & Development Department at least **15 DAYS** prior to the meeting.

Option 2: Property owner labels are available from the Planning & Development Department for a \$50 fee. Please include a separate letter requesting labels.

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

LOCATION MAP: (19 folded/1 rolled, colored) The location map should show the general plan designations for the subject site and the surrounding area.

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.